II. ORGANIZED RECORDS AND FILES CHECKLIST

Instructions: Please indicate your response by checking either "Yes" or "No".
If additional comments are helpful, use the space provided.

	YES	NO
1. Are paper correspondence files arranged in a logical manner, with clearly labeled major subjective categories and guide cards? **Comments:**		
2. Are numerical and alphabetical files maintained in proper order? **Comments:**		
3. Are files arranged to allow easy access to their customers? **Comments:**		
4. Are file folders in good condition and are they clearly labeled? **Comments:**		
5. Are records filed within the general correspondence file arranged in chronological order? **Comments:**		
6. Are there corresponding file folders for each separate series of records identified on the records retention schedule? **Comments:**		
7. Is color-coding used to facilitate access and re-file? **Comments:**		
8. If the records are maintained at multiple locations, is there a cross reference list in the separate series file folder? **Comments:**		
9. Does the correspondence file contain a transitory file for records that are maintained for ninety days or less? **Comments**		
10. Are fiscal-year (July 1 June 30) records maintained separately from calendar-year (Jan.1-Dec.31) records? **Comments:**		
11. Are fiscal and calendar year records properly cut-off at the end of each year? **Comments:**		

Organized Records and Files Checklist, *continued......*

	Yes	No
12. Are records destroyed and/or transferred in accordance with the retention instructions provided on the unit's records retention schedule? **Comments:**		
13. Are records identified by the State Archivist as having historical value, maintained separately from other records? **Comments:**		
14. Is the storage receptacle housing potential archived records clearly marked with appropriate archive labels? **Comments:**		
15. Is the Office of the Secretary of State notified when the pre identified archival records become eligible for destruction? **Comments:**		
16. Are copies of STD 71, the Records Transfer Lists, maintained in a convenient location to provide staff with SRC storage locations? **Comments:**		
17. Are copies of STD 76, the State Record Center Reference Request, maintained in a convenient location until such time as the withdrawn record is returned to the SRC? **Comments:**		
18. Has the department established an on-line account with the SRC for electronic submission of Records Reference requests via the internet? **Comments:**		
19. Are electronic files logically arranged within their individual file directories? **Comments:**		
20. Do the file directories contain redundant, or non-existent record series? **Comments:**		